

### Appendix 3 – Lighting Charter potential financial requirements and other implications.

<u>Item</u>	<u>Charter Requirement</u>	<u>Solution</u>	<u>Responsible Department and Implications</u>
1.1	Turning lights off when not in use	<p>Include task within Security contract to monitor and switch off unnecessary lighting</p> <p>Embed a 'Turn It Off' culture within the organisation</p>	<p>Responsible: Facilities Management</p> <p>Potential financial implication: None</p> <p>Resource implication: None</p>
1.2	Installing Control Systems	<p>Retrofit PIR detection systems on existing lighting circuits where possible, based on findings from “Carrying out an initial review of lighting system”</p> <p>Follow good practice and Climate Action Design Standards for new installations</p>	<p>Responsible: Minor Works</p> <p>Potential financial implication: See task 3.3</p> <p>Resource implication: Additional project management resource required</p>
1.3	Embedding Good Lighting Management Practice	<p>Training employees and on site staff (security and cleaning) on how any automated lighting system works to avoid them overriding any automated controls.</p> <p>Embed a 'Turn It Off' culture within the organisation.</p>	<p>Responsible: Facilities Management</p> <p>Potential financial implication: TBC</p> <p>Resource implication: TBC</p>
2.1	Carrying out an Initial Review of Lighting System	<p>Commission lighting survey on existing installation, to provide recommendations on upgrades to improve the performance of Lighting.</p>	<p>Responsible: Energy Team</p> <p>Potential financial implication: £100k</p> <p>Resource implication: TBC</p>

<b><u>Item</u></b>	<b><u>Charter Requirement</u></b>	<b><u>Solution</u></b>	<b><u>Responsible Department and Implications</u></b>
2.2	Consulting Neighbouring Properties	Engage with all stakeholders via most appropriate mechanism (discussion forum, email campaign, door stepping etc).	Responsible: City Surveyors Potential financial implication: None Resource implication: None
2.3	Considering Biodiversity	Commission biodiversity survey with specialist provider with emphasis on lighting impacts - this maybe a service offered by lighting design company.	Responsible: City Surveyors Potential financial implication: £50k Resource implication: None
3.3	Reducing Glare and Light Spill	Commission lighting survey on existing installation to ascertain impact of buildings on glare and light spill according to planning standards.  Instruct security to close blinds as part of rota. Install blinds and curtains where this is not the case.	Responsible: Operations Group Potential financial implication: £30k - £50k Resource implication: None
3.2	Procuring Sustainable Light Fittings	Ensure lighting standards according to this charter are met when procuring light fittings.	Responsible: Procurement Potential financial implication: None Resource implication: None

<u>Item</u>	<u>Charter Requirement</u>	<u>Solution</u>	<u>Responsible Department and Implications</u>
3.3	Improve the Performance of our Lighting	Implement the findings from “Carry out an initial review of lighting system”	<p>Responsible: Minor Works</p> <p>Potential financial implication: £8.5m-£13.2m</p> <p>Resource implication: Additional project management resource required.</p>